



【Bilingual Speakers Wanted!】 Administrative Officer

US Based Multinational Company

募集職種

採用企業名

RoviSys Japan GK

求人ID

1493913

業種

機械

会社の種類

外資系企業

雇用形態

正社員

勤務地

東京都 23区

給与

経験考慮の上、応相談

更新日

2024年12月24日 10:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ネイティブ

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

募集要項

General characteristics

- Provide administrative support to senior leadership, manage office operations, and facilitate communication across divisions
- Proactive, detail-oriented, and able to handle competing priorities with ease
- Drive efficiency through proactive business support and office management
- Works closely with high-level executives and be part of setting up the foundations of RoviSys Japan

Responsibilities

- Facilitate communication between executives and global teams through translations
- Act as liaison for global teams during Japan visits, handling logistics like visas and accommodations

- Support employee engagement initiatives
 - Ensure compliance with corporate policies, coordinating with external agencies and vendors
 - Ensure compliance with Japan corporate, tax, accounting and employment laws by liaising with external agencies with the relevant expertise
 - Provide administrative support to all office related matters including facilities management
 - Data entry and filing of documents as needed
 - Review and reimbursement of employee expenses, purchases and vendor services
 - Facilitate accounts receivable and collection function
 - Perform basic human resource functions such as assist in the coordination of recruitment activities
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スキル・資格

Qualifications

- Bilingual in Japanese (native level) and English with strong communication skills
 - Proven track record as an Administrative Assistant
 - Experience in global, matrixed organizations will be added bonus
 - Ability to adapt to ambiguity
 - Able to work independently but also a strong team player
 - Qualifications in business administration or business management
 - Possesses positive and constructive attitude
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会社説明